Oliver P. Pennock Distinguished Service Award
Nomination Information

Award Summary and Eligibility
The Oliver P. Pennock Distinguished Service Award recognizes outstanding achievement by CSU faculty and staff in the exercise of their individual responsibilities. The award program was established as a tribute to Professor Pennock, who served as a distinguished professor of Civil Engineering in the 1920s.

Full-time faculty and staff with five or more years of service who haven't won a Pennock award in the previous five years are eligible for nomination. Faculty includes Tenured, Tenure-Track, Contract and Continuing appointments. Staff includes both Administrative Professionals and State Classified employees. Please consider nominating individuals who have made notable contributions in areas of the University that are not obviously and directly related to the academic program, but that support the mission of the University. Each recipient will receive a monetary award.

Nominations
The nomination packet should include the Nomination Cover Page (on the Provost and Executive Vice President's website) plus a letter of nomination (maximum of *five double-spaced pages*). Lists within the nomination may be single-spaced – for example a list of courses taught or awards received. You may include testimonial quotes from colleagues and students, however, do not attach entire letters of support. Do not include a traditional curriculum vitae or resume.

General Considerations for Selection
To assist you in preparing your nomination, below are possible areas in which a nominee may have shown outstanding achievement of their individual responsibilities. *Not all areas are relevant to each nominee*. The nominee's accomplishments need to be high-quality, exceed the normal expectation for their position, contribute significantly to the University, and be recognized by peers.

- instruction, interaction with students, and involvement in curriculum development, new courses, and progressive teaching methods
- research, creativity and service
- leadership in departmental, college, and University committees, service on special bodies, and activities related to faculty governance
- effectiveness in planning, organizing, executing, communicating, and evaluating programs
- successful recruitment, training, evaluation, and retention of staff
- economical utilization of University resources
- exceptional abilities in problem solving

Nomination Submission
The deadline is the first business day in February. Submit the nomination packet electronically (PDF) to provost_maindesk@Mail.colostate.edu. The subject line of the submission should read *Pennock Award – Last Name, First Name*. No hard copies or late submissions will be accepted.